



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

April 2, 2014

To: School Committee
Becky McFall, Superintendent
From: Buckner Creel

Subject: Selection of HMS Move Contractor for Summer 2014

Background: The Hanscom Middle School (HMS) will move from their current location into a temporary modular facility this coming summer as one of the first steps in constructing a new school. In concept, teachers and staff would pack up their materials into orange crates before the end of school. When the temp facility opens, furniture and crates would be moved into pre-designated rooms, and teachers and staff would come in and unpack their crates in late August.

The temp facility is expected to be ready for occupancy on July 15, 2014, and the move of furniture and materials is expected to begin immediately. The goal is to have the classrooms and offices unpacked and operational in time to start school after Labor Day.

Procurement Process: The State Operational Services Division conducted a rigorous bidding process and entered into contracts with several moving firms. They gave municipalities and schools access to these vendors through the open contract FAC78 on the eponymous State Bid List. The terms of FAC78 require us to solicit quotes from at least two vendors before placing a purchase order, and require the vendors to provide pricing which is equal to or less than the rates published in FAC78. As our move is a task under the DODEA contract, all labor is to be paid at prevailing wage rates.

After some discussion and soliciting advice from other districts, the administration decided to request quotes for the move into the temp facility from five vendors, all on the State Bid List:

- A. Walecka and Sons
- Casey and Hayes Movers
- Spry Moving
- Sterling Corporation
- Wakefield Moving and Storage

A walk-through of the HMS on March 17 was attended by representatives from all five companies. Following the walk-through we issued a formal Request for Quote (RFQ) with a response date of March 26, 2014. A copy of the RFQ is attached.

RFQ Responses: Four vendors responded to the RFQ by the deadline. We immediately noticed that each firm had quoted a different number of crates to be supplied. Again, after discussion with others, we decided that our move could require the use of 1,000 crates, so we calculated notional quote totals using the 1,000 crate figure for ease of comparison purposes. The comparison totals are:

- A. Walecka and Sons -- \$62,600.06
- Casey and Hayes Movers -- \$68,116.00
- Spry Moving – no quote
- Sterling Corporation – \$58,456.00
- Wakefield Moving and Storage – \$39,276.56

Wakefield Moving and Storage had the apparent low quote.

References: Wakefield Moving and Storage provided references for four public school moves that they executed. All four references gave Wakefield Moving and Storage a performance score of “5” based on a 1-5 scale with “1” the lowest and “5” the highest. Comments included:

- “Yes, they were awesome. Anything extra we asked for, we got.”
- “We would definitely use them again. It was a seamless move.”
- “I am in the process of bidding out another move and I have my fingers crossed that Wakefield wins the bid because I know I won’t have to worry about their abilities.”
- “The invoice was actually slightly below their quote and we did not have any unanticipated costs.”
- “We would gladly do business with them again. We have a second moving bid being released shortly and we are hoping that they are the low bidder.”

Recommendation: We asked Wakefield Moving and Storage to provide a revised quote using the 1,000 crate requirement; they submitted a revised quote of \$39,376.56. The administration recommends that the School Committee authorize the administration to award a purchase order for the HMS move to Wakefield Moving and Storage in the amount of \$39,376.56.



Lincoln Public Schools

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Buckner M. Creel
Administrator for Business and Finance

March 19, 2014

Request for Quote

The Lincoln Public Schools requests a quote to move the contents of the Hanscom Middle School (HMS) from its current location off Marrett Road on Hanscom Air Force Base to a temporary modular school located adjacent to the current location. Thank you for attending the scheduled walk-through & discussion on Monday, March 17, 2014 at the HMS. These notes follow from our discussions:

- The move is anticipated to occur beginning July 15, 2014, and should be completed within one week.
- We would like to pack up classrooms before school ends, and so ask to have crates and dollies delivered on or about June 4, 2014. We will release the crates by September 4, 2014.
- Prevailing wage rates used for all work on Hanscom. A prevailing wage determination is attached.
- I will accept questions until 3:00 PM on Monday, March 24, 2014. This will allow sufficient time to prepare an answer and distribute to all who received this RFQ.
- **Please send your quote before 3:00 PM on Wednesday, March 26, 2014.** You may email the quote to bcreel@lincnet.org before the deadline, and follow up with a signed hard copy. Please send the hard copy to :

HMS Move RFQ
Business Office,
Lincoln Public Schools
6 Ballfield Road
Lincoln, MA 01773

Purchase order award will require a signed hard copy of the quote and is anticipated to be on April 3, 2013.

- **Items which will move.** You had the opportunity to review the rooms and to form a sense of what must be moved. A list of rooms to be moved from the current HMS location is attached. **In addition to the general classroom and office items,** the following is a partial list of some specific items which will be moved:
 - **Pianos.**
 - Baby Grand from the Middle School music room B-5 to the Primary School Music room D-1.

- Spinet from Middle School music room A-7 to a Primary School Room to be determined.
 - Upright from Middle School music room A-7 to a Primary School Room to be determined.
 - Grand piano in the Multi-purpose room to a dumpster located outside the HMS entrance.
 - **Photocopy machines.**
 - Large Ricoh copier from Middle School room A-3 to Temporary Modulars workroom.
 - Small Riso copier (on stand with casters) from Middle School room A-3 to Temporary Modulars workroom.
 - Small Ricoh copier from Middle School office room A-1 to Temporary Modulars Open Office.
 - **Library.**
 - All of the shelving except three large shelves in the back.
 - Approximately 1100 feet of books
 - Most of the transactions counter near the entrance.
 - We ask you to take the books off the shelves, put them onto portable library shelf units, uninstall, move and reinstall the shelving in the new location, then move and reshelve the books.
 - Choral risers and instruments (including timpani) from Middle School music room B-5 to Temporary Modulars music room.
 - Instruments (including timpani), stands and other gear & furniture from Middle School music room A-7 to Temporary Modulars music room.
 - 8 bike racks at various locations outside
 - Refrigerator from Middle School room A-1 to Temporary Modulars workroom.
 - Computer tables and chairs (but not the computers) in the Computer Labs A-2 and C-5 to various classrooms in the Temporary Modulars.
 - Equipment and supplies from the Gym (separate building) to the Youth Center (building directly to the north of the HMS location)
 - Lobby furniture to Temporary Modulars Open Office.
 - Some of the storage in the Shop area.
- **Items which will not move.** We discussed several items which will not move from the Hanscom Middle School as part of this move:
 - Choral risers on racks in the Middle School music room A-7.
 - Light bars, controller consoles and sound equipment in the Multi-purpose room/stage area.
 - Computers, Smart Boards, projectors and similar equipment, wherever located in the Middle School.
 - Worktables and some of the storage in the Shop area.
 - Metal lockers installed in the hallways.
 - Installed casework in the Science Room F-3.

- We will work with the chosen mover to develop a tagging system for both crates and furniture to identify the destination room.
- The chosen mover will be expected to provide a liability insurance certificate naming the Town of Lincoln, the Lincoln Public School Committee and the Lincoln Public Schools as named insureds for the move.
- The Lincoln Public Schools will work with the chosen mover to sponsor the mover's workers for HAFB access passes. The process involves a quick records check, and you should be aware that HAFB reserves the right to refuse access to anyone at their discretion.

regards,

/signed/

Buckner M. Creel, P.E.
Administrator for Business and Finance



Hanscom Middle School

HMS Move to the Temporary Facility

Classrooms	16
Classrooms to offices	6
Science Rooms	2
Music Rooms	2
Library	1
Computer Labs (excluding computers)	2
Gym (to the Youth Center)	1
Art Room	1
Teachers Work Room	1
IT Office	1
Offices	5
Staff Room	1



DEVAL L. PATRICK
Governor

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

As determined by the Director under the provisions of the
Massachusetts General Laws, Chapter 149, Sections 26 to 27H

RACHEL KAPRIELIAN
Secretary
HEATHER E. ROWE
Director

Awarding Authority: Town of Lincoln
Contract Number: **City/Town:** LINCOLN
Description of Work: Moving Office Furniture and Fixtures
Job Location: 6 Ent Road Hanscom Air Force Base

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the “Wage Request Number” on all pages of this schedule.
- Awarding authorities must request an updated wage schedule from the Department of Labor Standards (“DLS”) if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. Once a contractor has been selected by the awarding authority, the wage schedule shall be made a part of the contract for that project. The wage schedule must be posted in a conspicuous place at the work site during the life of the project in accordance with M.G.L. c. 149, § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project regardless of whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
- All apprentices working on the project are required to be registered with the Massachusetts Division of Apprentice Training (DAT). Apprentices must keep his/her apprentice identification card on his/her person during all work hours on the project. If an apprentice rate is listed on the prevailing wage schedule for the trade in which an apprentice is registered with the DAT, the apprentice may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **If an apprentice rate is not listed on the prevailing wage schedule for the trade in which an apprentice is registered with the DAT, the apprentice must be paid the journeyworker’s rate for the trade.**
- The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule. Awarding authorities are required to request these updates no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. Contractors are required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The annual update requirement is not applicable to 27F “rental of equipment” contracts.
- Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports directly to the awarding authority and keep them on file for three years. Each weekly payroll report must contain: the employee’s name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. A sample of a payroll reporting form may be obtained at <http://www.mass.gov/dols/pw>.
- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
- Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
Move Office Furniture						
MOVING HELPER <i>MOVE OFFICE FURNITURE LOCAL 82</i>	04/01/2013	\$22.83	\$12.36	\$0.00	\$0.00	\$35.19
	04/01/2014	\$23.33	\$13.59	\$0.00	\$0.00	\$36.92
	04/01/2015	\$23.83	\$14.94	\$0.00	\$0.00	\$38.77
MOVING INSTALLERS <i>MOVE OFFICE FURNITURE LOCAL 82</i>	04/01/2013	\$22.88	\$12.36	\$0.00	\$0.00	\$35.24
	04/01/2014	\$23.38	\$13.59	\$0.00	\$0.00	\$36.97
	04/01/2015	\$23.88	\$14.94	\$0.00	\$0.00	\$38.82
MOVING PACKER/CRATER <i>MOVE OFFICE FURNITURE LOCAL 82</i>	04/01/2013	\$22.88	\$12.36	\$0.00	\$0.00	\$35.24
	04/01/2014	\$23.38	\$13.59	\$0.00	\$0.00	\$36.97
	04/01/2015	\$23.88	\$14.94	\$0.00	\$0.00	\$38.82
STRAIGHT TRUCK DRIVER (MOVING) <i>MOVE OFFICE FURNITURE LOCAL 82</i>	04/01/2013	\$23.33	\$12.36	\$0.00	\$0.00	\$35.69
	04/01/2014	\$23.83	\$13.59	\$0.00	\$0.00	\$37.42
	04/01/2015	\$24.33	\$14.94	\$0.00	\$0.00	\$39.27
TRAILER DRIVER (MOVING) <i>MOVE OFFICE FURNITURE LOCAL 82</i>	04/01/2013	\$23.63	\$12.36	\$0.00	\$0.00	\$35.99
	04/01/2014	\$24.13	\$13.59	\$0.00	\$0.00	\$37.72
	04/01/2015	\$24.63	\$14.94	\$0.00	\$0.00	\$39.57

Additional Apprentices Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentices ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours) unless otherwise specified.

- * Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof.
- ** Multiple ratios are listed in the comment field.
- *** APP to JM; 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.
- **** APP to JM; 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.